

ADMINISTRATIVE USE ONLY

DD/S&T#1855-73
20 June 1973

MEMORANDUM FOR: Executive Officer, DD/S&T

SUBJECT : Graphics Unit attached to the Office of the DD/S&T

REFERENCE : DD/M&S's Memo, dated 4 June 1973

Provided herein, and keyed to referenced memo, is the information requested by the DD/M&S regarding Graphics Units:

a. Purpose of the Unit:

A visual informations office for the Deputy Director for Science and Technology, his staffs, and Office Directors and their subordinates who do not possess a capability (ORD, OEL, OSI, FMSAC)

Provide related services to senior officials in the Office of the DCI, Deputy to the DCI for the Intelligence Community, add the Office of Planning, Programming and Budgeting (DD/M&S).

b. Size of Unit:

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☐ positions GS-13 to GS-06

c. Prepare visual presentation materials for briefings to the above named components, and for these senior officials to present to Congressional Committees, Cabinet Members, Members of National Security Council, and OMB officials, covering the complete scope of Agency and Intelligence Community business from budgetary, planning and programming to current scientific and technical intelligence operations.

These briefing materials consist of all types of illustrative media.

e. Better guidance and direction from higher levels, especially in those cases where the Agency position is being presented.

More time allotted to preparation of the presentations when possible.

User education - The Visual Communications Seminar is a fine first step if properly utilized to advise briefers of the alternative methods of communicating their thoughts on a subject to an audience.

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AC/Adm'n/DD/S&T

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